

State of Nevada IT Project Oversight Committee

Meeting Minutes for May 4, 2006

+ ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: May 4, 2006
Time: 1:30 PM
Location: Dept of Personnel Blasdel Bldg, Rm 105

Attendees

| Members | Attend ✓ | Guests |
|----------------------|-------------|--------|
| Robert Roth, UCCSN | ✓ | |
| Kathy Ryan, DoIT | ✓ | |
| Dave McTeer, Admin | | |
| Janet Pirozzi, DETR | ✓ | |
| Kathy Comba, DPS | ✓ | |
| George Trennin, DoIT | ✓ | |
| Tom Joseph, DMV | ✓ | |

Minutes –

The minutes from the 04/6/06 meeting were reviewed and approved.

Agenda Items and Discussion

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| 1. | SOS Statewide Voter Registration System (SVRS): The SVRS project manager was unable to attend the meeting and present the project status to the committee. She will attend the June meeting to give an update. |
| 2. | The Project Delivery Framework and Standard: The NITOC impact statement which will accompany the Project Delivery Framework Definition and Standard was discussed by the committee. With a few minor changes, the NITOC impact statement was approved to go forward to the next NITOC committee meeting. |
| 3. | Welfare Nevada Child Care System (NCCS) Project: The committee reviewed the monthly reports and did not express any concerns or issues; however, it noted that project activities would reinitiate June 8, 2006. The Project Oversight Unit will actively engage itself with the project team after that point. |
| 4. | Dept of Corrections Offender Tracking System project (NOTIS) (Pre-Implementation) The committee reviewed the monthly report and examined the completed Integrated Project Plan in its entirety. This month's Integrated Project Plan indicates 30% completion because of the completion of large blocks of work. The committee noted that the interface work sessions will complete by the next report and that the project is on track. |

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| 5. | Agriculture Weights & Measures Licensing and Payment project (Solicitation) The committee reviewed the monthly report and discussed the kickoff meeting with GL Suites to develop a joint schedule. It was noted that although the report indicates that the current stage is in Definition and Analysis, the project is really now out of the Definition and Analysis stage and in the Implementation stage due to IFC funding approval. Perhaps some of the risks may also be closed. The project manager will be notified to make these changes. |
| 6. | PUCN Electronic Filings and Records Management project (Implementation): The committee reviewed the monthly report and noted there continue to appear to be discrepancies in the project completion end dates due to the recalculation features of the IPR form. The committee noted that a revised form without embedded features would solve this problem. Otherwise, the project appears to be making good progress and there are no project concerns at this time. |
| 7 | Education Bighorn (SAIN) project: The committee obtained the monthly report and discussed the Department of Education's IT resources. At this time, the project manager is not in a position to focus on project management due to heavy involvement in technical demands of SAIN at a program level and at the project level. DoIT staff will be assisting the Bighorn management team in the preparation of an ISS II resource class specification that will work for both the Department of Education and the NPD-19 Committee. Also, George Trennin will work with the project manager to obtain staffing metrics with respect to the SAIN project. |
| 8. | Taxation Unified Tax (Phase II) project: The committee reviewed the monthly report and for Phase II and did not have any questions. The Phase II Go-Live date has been rescheduled to 6/28/06. George Trennin gave the committee an update on progress with the UTS project manager on the UTS Integrated Project Plan. The expected completion date is the end of June and will be reviewed at the 7/6/06 ITPOC meeting. George indicated that the Integrated Project Plan should cover all 4 Phases so that overall metrics can be captured and conveyed in the future. Also, Terry Savage and the new Director of Taxation, Dino Dicianno, met on May 1 st to discuss the first rendition of the monthly UTS Project Executive Quality Assurance Report and its value in improving awareness of areas that need attention. |
| 9. | DoIT Microwave project: The committee reviewed Phase 2A's closeout report and also noted that the Phase 3 report indicates near completion. The committee voiced the value of a "Lessons Learned" report as a way to serve future project endeavors of this type. |
| 10. | Wildlife Licensing project: The committee reviewed the monthly report and did not raise any concerns at this meeting. |
| 11. | MHDS AIMS to AVATAR Upgrade project Phase 3: The committee reviewed the monthly report and had no questions. |

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| 12. | DCFS/DHHS AVATAR Project: The committee reviewed the monthly report and had no questions. |
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Action Items¹

| Item No. | Date Opened | Description | Assigned To | Status | Date Closed |
|----------|-------------|--|-------------|-------------|-------------|
| 75. | 4/1/04 | PROCESS IMPROVEMENTS: Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes. Develop a template and guide for contingency plans. Reference guides need to be developed for the Project Closeout report and the Deliverables Payment Schedule. | GEORGE | Ongoing | |
| 147. | 03/02/06 | PUCN EFRM project – request clarification on the 5 complete on the Implementation and Definition & Analysis stages. | Kathy | Completed | 5/4/06 |
| 148. | 03/02/06 | NDE BigHorn project – request clarification on the scope of Phase 2 and inquire about the status of project planning for Phase 3. | Kathy | Completed | 5/4/06 |
| 149. | 03/02/06 | Tax UTS project - the committee requests an IPR for Phase III and the integrated project plan be submitted for the April meeting. | George | In progress | |

Decisions²

| Item No. | Decision | Date |
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Approved By

| Signature | Name | Role | Date |
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| | | | |

¹ *Action Item:* A commitment to complete an action or an assignment.

² *Decision:* Reaching a conclusion... particularly in response to a course of action.